



USAID | ZIMBABWE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 19-01

ISSUANCE DATE: February 5, 2019

CLOSING DATE/TIME: March 4, 2019 @ 1700hours

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)**
(Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Jason Bennett
Contracting Officer

I. GENERAL INFORMATION

1. **Solicitation no.:** 19-01
2. **Issuance Date:** February 5, 2019
3. **Closing date /time for receipt of offers:** March 4, 2019
(1700 hours local time)
4. **Position Title:** Project Management Assistant (Health Office)
5. **Market Value:** \$31,533 - \$45,713 \$USD equivalent to **FSN-8**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of **USAID/Zimbabwe**. Final compensation will be negotiated within the listed market value.
6. **Period of performance:** Beginning o/a April 2019.
7. **Place of performance:** Harare
8. **Security Certification:** Required.
9. **Statement of Duties:**

1. General statement of the purpose of the contract.

The incumbent is responsible for program, management and budgetary support to the Health Office.

*2. Statement of duties to be performed.***Management Support: 40%**

- Work with the Financial Management Office to track the status of Administration and Program Oversight funds ensuring that all Health Office Personnel Services Contracts are fully funded
- Initiate Change Notices for moving funds between budget streams.
- Conduct site visits to monitor program quality using standard USAID monitoring tools such as the Site Improvement through Monitoring System (SIMS) tool.
- Use the USAID SIMS database to download assessment results and facilitate sharing of results with Implementing Partners.
- Use PEPFAR program data management system, DATIM, to download reported data for onsite verification during SIMS assessments.
- Participate in national health sector donor resource mapping exercises through coordinating and collating data from USAID IPs.

Procurement Support: **35%**

- Work with Health Office team members and Program Office to ensure that all pre-obligation requirements are fulfilled.
- Track all award modifications and advise on necessary procurement actions.
- Initiate procurement processes through the Agency's Global Acquisition and Assistance System (GLAAS).
- Maintain an up-to-date office procurement plan and participate in bi-weekly procurement meetings.
- Update the Health Office acquisition plan every quarter.

Administrative Support: **25%**

- Draft communications to implementing partners, other USG Agencies, Multilaterals, other donor agencies, and Government of Zimbabwe officials pertaining to various aspects of USAID's health program implementation and maintain excellent working relations with respective business contacts.
- Coordinates Health Office meetings/workshops including identifying appropriate venues internal or external to USAID
- Act as Health Office sponsor for new employees and help to foster practices that promote continuity and preservation of institutional memory between Foreign Service Officers.
- Provide support to cover the Administrative Assistant's duties during their absence including making various requests for ICASS support to the Health Office using available agency systems.

3. Supervisory Relationship

The incumbent is supervised by The Project Management Specialist - Monitoring and Evaluation in the Health Office. While this is the primary direct reporting relationship for this position, the incumbent will also receive work guidance from Health Office Director / Deputy Director.

4. Supervisory Controls
None.

10. Area of consideration: All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

11. Physical demands:

The work requested does not involve undue physical demands.

12. Point of contact: Zandile Goromonzi, e-mail zgoromonzi@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** College diploma in business studies, health, social sciences, or international development.
- b. **Prior Work Experience:** Five years of professional work experience as an administrative or technical support officer in areas related to international development, population, health, and/or nutrition.
- c. **Post Entry Training:** Will participate in on-the-job and formal coursework training to master USAID organization policies, rules, procedures, and operations. Formal classroom type training courses will include: Introduction to Program Cycle, Records Management, Project and Activity Design and Implementation.
- d. **Language Proficiency:** English and Shona languages proficiency requirements by level (II, III) and specialization (sp/read): Level IV oral and written English language.
- e. **Job Knowledge:** A thorough knowledge and understanding of the socio-economic setting of Zimbabwe's public health problems is expected. A good understanding of the workings of the Government of Zimbabwe (GOZ), including the Ministry of Health and Child Care and other donors.
- a. **Skills and Abilities:** Good program implementation, organizational and analytical skills, including ability to track actions and coordinate between various implementation entities. Must be flexible and able to interact well with senior GOZ officials and people of various nationalities and widely varying backgrounds. Demonstrated proficiency with MS word, MS Excel, MS PowerPoint and other Microsoft applications is essential.

Excellent writing and effective oral communication skills.

Strong interpersonal skills, including the ability to work in a team setting and to maintain effective relationships with a wide variety of governmental and non-governmental professionals at all levels of Zimbabwean society. Considerable diplomacy will be required in communicating with implementing partners, government officials and other stakeholders such as multilaterals and the donor community.

III. EVALUATION AND SELECTION FACTORS

Offerors who meet the basic qualifications will be invited for an oral interview and a written examination. Offerors will be rated and ranked according to the following job-related criteria.

1. Demonstrated prior expertise in project and program management, including project budgeting, tracking and monitoring (40%);
2. Demonstrated prior expertise, skills and abilities in procurement planning, documentation and tracking (35%);
3. Demonstrated prior expertise, skills and abilities for program and office administration (25%)

IV. PRESENTING AN OFFER

1. An application should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
 - a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the requirement. Failure to do this will result in you not being shortlisted.
 - b. A current resume relevant to the position (no more than 2 pages).
 - c. Any other documentation that addresses the qualification requirements of the position listed above.
 - d. Please note: Applications should not be more than 1mb in size.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number **19-01 Project Management Assistant (Health Office)** in the subject line of the application e-mail and in the subject line of your application letter in the offer submission.
4. Selection Process
After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interview.

A conditional letter offer will be extended pending medical and security clearances.

Applicants who fail to follow all the application requirements stated above will not be short listed.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Questionnaire for Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

VI. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>